

Headquarters
US Army Garrison Command
Fort Knox, Kentucky 40121-5102
20 August 2006

*Fort Knox Reg 1-3

Administration

INSTALLATION MEMORIALIZATION PROGRAM

Summary. This regulation covers procedures of the Installation Memorialization Program. It is to be used with AR 1-33.

Applicability. This regulation applies to all Fort Knox major activities, directorates, and staff offices/departments and Partners in Excellence.

Suggested Improvements. The proponent of this regulation is the Adjutant General. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, US Army Garrison Command, Adjutant General (IMSE-KNX-HRM), Fort Knox, Kentucky 40121-5102.

1. Purpose. This regulation provides guidance and procedures for memorialization of structures, streets, and areas to honor distinguished or heroic deceased civilians and Soldiers. It is to be used in conjunction with AR 1-33, Memorial Programs.

2. References.

- a. OTSG Reg 15-13, Board for Memorially Naming US Army Medical Departments (AMEDD) Facilities, 8 Sep 81.
- b. USAARMC Reg 420-3, Sign Policy, 26 Jun 89.
- c. AR 165-1, Chaplain Activities in the United States Army, 25 Mar 04.
- d. AR 1-33, The Army Memorial Program, 30 May 06.

3. Explanation of Terms.

- a. Facility. Any permanent or semi-permanent structure, street, area, or roadway.
- b. Proponent agency. Organization that has responsibility for the facility.

*This regulation supersedes USAARMC Reg 1-3, 1 June 1999

- c. Ceremony. Any public or social gathering where the name of a facility is announced.

4. Membership. The US Army Garrison Memorialization Board is constituted and will be composed of the following personnel or their designee:

President: Garrison Commander.

Members: Commander, 1st Armor Training Brigade.

Commander, 16th Cavalry Regiment.

Commander, US Army Recruiting Command.

Commander, Eastern Region, USACC.

Commander, US Army Medical Department Activity.

Commander, US Army Dental Activity.

Director, Directorate of Public Works (DPW).

Director, Directorate of Plans, Training, Mobilization, and Security (DPTMS).

Public Affairs Officer (PAO).

Commandant, US Army Noncommissioned Officers' Academy.

Adjutant General (Recorder).

5. Policy.

a. Recommendations for memorializations may be submitted to this headquarters (IMSE-KNX-HRM) by any command, activity, organization, or individual with the following information: facility to be named; civilian or Soldier's name, grade, branch of service, and service/social security number; awards granted; action in which killed (date and place) or date and place of death; home state; name and address of next of kin; and any other pertinent data such as copies of DD 214, award citations, and pictures.

b. Recommendations for memorializations of only deceased civilians or Soldiers who have distinguished themselves in such a manner their memory should be perpetuated by the naming of a facility in their honor should be submitted. Preference will be given to Soldiers who have distinguished themselves by heroic acts of valor in combat and led distinguished careers.

c. The following information will be accepted on recommendations for memorializations of an important battle or event: facility to be named and basis for the recommendation.

- d. No two similar facilities will bear the same name. Where two Soldiers with the same surname merit memorialization, one facility will bear the surname, and the other facility will bear the given name, middle initial, and surname (e.g., DOE HALL; JOHN J. DOE HALL).
- e. Once a dedication ceremony is conducted, the facility will not be renamed.
- f. Temporary structures will not be memorialized, and the transfer of a name from a temporary facility to a permanent facility requires board approval.
- g. Chapels will not be memorialized in memory of an individual, religious denomination, or faith group.
- h. The name of a facility memorialized per this regulation will remain with the facility regardless of the proponent.
- i. The plaque and portrait will remain with the building regardless of occupants. The principal occupant is responsible for care of the plaque and portrait and will ensure they are appropriately displayed.
- j. USAARMC Regulation 420-3 will be followed for placement of exterior and interior signs.
- k. Memorialization is a serious gesture; units need not be in competition with each other. In this regard, all costs associated with the memorialization (i.e., plaque, portrait, invitational temporary duty, social function/ceremony, etc.) is the responsibility of the sponsoring agency. Total cost for each project may not exceed \$5,000 unless approved by the Memorialization Board.
- l. The sponsoring agency will be determined by the unit/agency housed in or using the facility/area/range recommended for memorialization. Sponsorship for roads will be determined on a voluntary basis.

6. Responsibilities.

- a. Memorialization Board.
 - (1) The board will meet at the call of the president to evaluate submitted nominations.
 - (2) The president will, through the board minutes, present recommendation(s) to the installation commander for final decision.
- b. Board recorder.
 - (1) Notify proponent agency and nominating agency of the final decision.
 - (2) Provide administrative staff advice.

(3) Maintain historical data of memorialization actions.

(4) Make every attempt to locate the next of kin to present the plaque of a facility that is demolished. If next of kin cannot be located, keep the plaque in the event the name is approved for another facility.

(5) Obtain a DD Form 214 from appropriate sources to verify service and awards and decorations when not received with memorialization requests.

c. Proponent Agency. Upon receipt of approval action to name a facility, appoint a sponsoring agency.

d. Sponsoring Agency. Appoint a project officer to coordinate all aspects of the memorialization ceremony.

e. Project Officer.

(1) Obtain the following information:

(a) Facility to be named.

(b) Name of civilian or Soldier the building is to be dedicated to.

(c) Immediate next of kin's name and address.

(d) Proposed date and time of dedication ceremony in coordination with the proponent agency; next of kin; AG, DPTMS, and the installation Master Activities Calendar.

(2) Tasks.

(a) Acquire plaque, size to be determined by display area. Submit a request for plaque to Directorate of Contracting at least 120 days before proposed ceremony date. Plaque will be purchased with appropriated funds using specifications at Appendix B. Plaques to be placed on government quarters will be placed on the right front of the building at the same height as the building number as specified at Appendix C.

(b) Request a facility sign from DPW using a DA Form 4283, Facilities Engineering Work Request.

(c) Submit a request to conduct a dedication ceremony through the AG (IMSE-KNX-HRM), DPTMS (IMSE-KNX-PL), DPTMS (IMSE-KNX-PLO), and SGS Protocol (ATZK-PR) for the Commander, US Army Garrison Command. The request will include approved name, facility to be named, proposed date and time of ceremony, itinerary, sequence of events, and guest list (family members and distinguished guests).

(d) Contact the next of kin to determine names and relationships of all family members attending the ceremony; mode of transportation; and date, time, and place of arrival. Provide this information to Protocol.

(e) Arrange for guest speaker(s).

(f) Prepare a detailed plan for the dedication.

1. Sketch of dedication site.

2. Seating arrangement.

3. Sequence of events.

(g) Prepare a draft memorandum of instruction (MOI) providing basic information and identifying specific staff responsibilities and submit to DPTMS for finalization. All requests for support will be completed early enough for proper staffing before the event is to take place. The MOI will include the following:

1. Date, time, and place of dedication.

2. Type of ceremony (sponsor).

3. Itinerary (sponsor).

4. Guest list (sponsor).

5. Billeting (Protocol).

6. Escort officer (sponsor).

7. Band (16th Cavalry Regiment).

8. Citation preparation and reading (sponsor).

9. Invocation and benediction (Chaplain).

10. Speech for the Commanding General (PAO).

11. Sequence of events (sponsor).

12. Diagram of ceremony (sponsor).

13. Traffic control (Provost Marshal office).

14. Logistical support of family and distinguished guests (Protocol).

15. Honor flags (Protocol).

- (h) Brief escort officers (sponsor).
- (i) Monitor the events (sponsor).
- (j) Prepare after action report (sponsor). Assemble complete file (copies of correspondence, actions, etc.,) and forward to AG (IMSE-KNX-HRM) not later than 7 days after event.



MARK D. NEEDHAM
COL, AR
Garrison Commander

ROBERT L. BROOKS
Director of Information Management

DISTRIBUTION:
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Appendix A
Sample Letter to Next of Kin

SAMPLE

(Letterhead)

(Date)

(Name of Originating Office)

(Mr. XXXXXX X. XXXX)

(Address)

(Address)

Dear _____:

For many years, it has been policy at Fort Knox to honor civilian and military members whose careers and lives have contributed significantly to the United States Army and our country.

At a recent meeting of the Installation Memorialization Board, a recommendation was made to the Garrison Commander that (building/area/street) be named in honor of your late (relationship, grade and name).

An appropriate dedication ceremony will be planned in the future, and you and your family will be invited. Should you plan to attend, we will be happy to assist in making arrangements for your stay. I would greatly appreciate it if you inform me of your plans at your earliest convenience.

If you wish to discuss this with me, please feel free to call me at (502) 624-XXXX.

Sincerely,

(Name)

(Title)

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Appendix B
Request for Engraving

SAMPLE

THIS BUILDING IS DEDICATED
IN MEMORY OF

(NAME)

(DATES OF SERVICE)

KILLED IN ACTION
(DATE)

(NAME) WAS AWARDED THE (MEDALS)

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Appendix C
Plaque Mounting on Quarters

SAMPLE

**PLAQUE MOUNTING
ON QUARTERS**

